

**U3A ROCKHAMPTON AND DISTRICT INC.**  
**POSITION DESCRIPTION – SAFETY OFFICER**

**TITLE: SAFETY OFFICER**

**COMMITMENT:**

The Safety Officer must be committed to ensuring there are policies and procedures in place for the safety of all U3A Rockhampton and District Inc. members and visitors at both indoor and outdoor venues and activities.

The Safety Officer will form part of the Safety Management Team.

**QUALIFICATIONS:**

It is preferable but not necessary that the Safety Officer has had some experience in safety procedures in his/her working life.

**THE SAFETY OFFICER'S DUTIES INCLUDE:**

- Assisting with the preparation and approving of risk assessments for activities and venues in conjunction with the Safety Management Team
- Reviewing the safety management policy and procedures and associated forms from time to time to determine if any changes are necessary
- Reporting any safety issues that arise to the Vice President
- Arranging safety management training/workshops annually for management committee members and coordinators
- Arranging First Aid and resuscitation training for First Aid responders to ensure they are up to date
- Liaising with coordinators who have first aid kits to ensure contents are up to date
- Assisting with accident / incident investigations
- Reviewing accident/incident reports to ensure corrective actions are implemented